



## Indian Council of Forestry Research and Education

(An Autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India)

**P.O. New Forest, Dehradun – 248 006 (Uttarakhand), INDIA**

No. 8/2018/ESIP/BCC/ICFRE

Dated: 26/05/2023

### Request for Quotations

#### **Request for Quotation for purchase of tall seedlings of fruit trees for upscaling of 'WADI: a tree-based farming system' in the ESIP areas of Narharpur Forest Range, Kanker Forest Division, Chhattisgarh**

**Name of Project:** Ecosystem Services Improvement Project

**Procurement Reference No.:** IN-ICFRE-358380-GO-RFQ

1. The Government of India has received grant from the World Bank toward the cost of the Ecosystem Services Improvement Project (ESIP). Indian Council of Forestry Research and Education (ICFRE) is one of the Project Implementing Agencies and implementing one of the components of ESIP *i.e.* Scaling up Sustainable Land and Ecosystem Management in Selected Landscapes, and intends to apply the part of proceeds of this grant to eligible payments under the contract for which this Request for Quotations is issued. The procurement process will be conducted in accordance with the shopping procurement method contained in the World Bank Guidelines: Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011, revised in July 2014.
2. ICFRE now invites your quotation for the supply of tall seedlings of fruit trees for upscaling of 'WADI: a tree-based farming system' in the ESIP areas of Narharpur Forest Range, Kanker Forest Division, Chhattisgarh.

Tall seedlings of fruit trees are to be supplied in bunches and each bunch shall contain tall seedlings of fruit species of Mango (grafted) (4 Nos), Lemon (Kagzi) (2 Nos), Guava (grafted) (2 Nos) and Jack Fruit (grafted) (02 Nos) as per following details:

Name of the goods	Specifications	Quantity (No.)
Tall seedlings of fruit trees	<ul style="list-style-type: none"><li>• Highly productive varieties of Mango (grafted), Lemon (Kagzi), Guava (grafted) and Jack Fruit (grafted)</li><li>• Height of the seedling &gt; 3 feet.</li><li>• Age of the seedling &gt; 2 years.</li><li>• Seedlings shall be robust, healthy and free from weeds, pests and diseases, having good foliage, without any damage and shall not show any withering/ wilting symptoms at the time of delivery</li><li>• Seedlings shall be provided in polybags of size 20 cm X 30 cm and soil of the poly bags shall be intact and the roots of the seedlings shall not be exposed</li></ul>	3062 Bunches (Each bunch containing 4 tall seedlings of Mango (grafted), and 02 tall seedlings each of lemon (Kagzi), guava (grafted) and Jack fruit (grafted))

3. You are invited to submit your price quotation for the supply of tall seedlings of fruit trees for upscaling of 'WADI: a tree-based farming system' in the ESIP areas of Narharpur Forest Range, Kanker Forest Division, Chhattisgarh as per specifications mentioned in Para 2 as per the format given in Annexure - I.
4. Quoted price will be evaluated and contract will be awarded to the responsive bidder offering the lowest evaluated rate.

5. Quotation(s) must be marked "Quotation for Supply of tall seedlings of fruit trees for upscaling of 'WADI: a tree-based farming system' in the ESIP areas of Narharpur Forest Range, Kanker Forest Division, Chhattisgarh" and addressed to the:  
Project Director,  
Ecosystem Services Improvement Project  
Room No: 143  
Indian Council for Forestry Research and Education  
P. O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)
6. **The deadline for receipt of quotation at the address indicated above is 11/05/2023 by 1530 hrs.**
7. Qualification of the Firm: To qualify for award of the Contract, a Firm shall meet the following minimum qualifying criteria:
  - a. As Supplier/distributor must have at least five years of experience in supplying/distributing and sale of tall seedlings of fruit trees. Proof of same may be provided
  - b. Turnover of the firm should be at least Rs. 5,00,000/- during last 3 Financial years
8. Documents Comprising the Quotation: The proposal submitted by the Firm must comprise the following documents:
  - a) Quotation on the letter head of Firm (As per sample format attached 'Annexure-I')
  - b) Qualification and Experience Certificate and other relevant documents
  - c) Documentary proof of previous 3-year turnover more than Rs.5,00,000/-
  - d) Copies of registration/taxation documents
  - e) Authorization/dealership/ Firm Profile
9. Quotation should be submitted as per the instructions contained in the Annexure-II of this document.
10. The prices should be quoted in Indian Rupees and should be inclusive of all taxes (GST). While quoting the rates for the supply of plants, the rates shall be inclusive of cost of plants, transportation to the plantation sites, taxes, loading & unloading charges and other charges etc. No price increase will be allowed after the submission of Quotations.
11. Validity of the Offer: Quotation shall be valid for a period of 90 days from the date for receipt of quotation(s) indicated in Paragraph 6 above.
12. Evaluation of Quotations: The procurement committee ESIP-PIU, ICFRE will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed; and conform to the terms and conditions, and specifications of the RFQ.
13. Award of contract: The contract for the above item will be awarded to the firm whose quotation has been determined to be substantially responsive and who has offered the lowest price as per the specifications in the RFQ.
14. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the procurement process and reject all quotations at any time prior to the award of contract.
15. The Firm whose quotation is accepted will be notified for the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
16. Security Money @ 3% of offered value shall be deposited by the supplier with the agreement.
17. The Security Money will be released on satisfactory completion of supply of the seedlings.
18. All prices should be quoted F.O.R. destination inclusive of all taxes and contingent costs including, customs packing and forwarding, transportation, handling and insurance etc.
19. Standards: The seedlings supplied under the contract shall conform to the standard prescribed/specification mentioned there, against the goods in the financial bid.
20. Firm shall supply tall seedlings of fruit species strictly as per the specifications mentioned in para 2.
21. All the seedlings supplied shall be robust, healthy and free from weeds, pests and diseases and shall have good foliage and shall be without any damage.
22. The supplied seedlings which are not conforming to the specifications shall be rejected outright and the firm shall have no right to claim what so ever on such supplies.
23. Height of the seedling shall be measured from the top of the poly bag to the tip of the seedling.

24. The seedlings to be supplied shall not show any withering/ wilting symptoms at the time of delivery.
25. The soil of the poly bags of the seedlings to be supplied shall be intact and the roots of the seedlings shall not be exposed.
26. Damaged and defective seedlings will have to be removed and replaced with fresh seedlings, failing which the cost of the bunch with damaged/ defective seedling(s) will not be paid. Transit losses will have to be borne by the firm only.
27. The payment will be made only in respect of those bunches that are as per specifications mentioned in para 2.
28. All the seedlings supplies shall be subject to inspection, examination and testing at all times and stages during the process of supply.
29. Penalty: Supply of non original/similar looking seedlings or seedlings in damaged conditions shall not be accepted. Penalty up to 25% of the value of the supply order may be imposed if seedlings are not provided in specified quality specification and condition. In addition, the contract will be cancelled and contractor may be blacklisted. Penalty of upto 25% will be imposed if the firm fails to supply seedlings as per the delivery schedule. However, after more than 15 days delay in delivery, the order shall be cancelled. However, no penalty will be imposed if the delay in supply occurs on account of intimation by ICFRE for any administrative or logistics contingency.
30. Consignee: The selected firm has to supply the seedlings in Narharpur Forest Range, Kanker Forest Division, Chhattisgarh as per the following consignee details:

S.No.	Village Name	No. of bunches of tall seedlings
1	Butbani	104
2	Masulpani	98
3	Dudumbahara	88
4	Dabena	232
5	Jamgaon	484
6	Deogaon	323
7	Jhaliamari	122
8	Bhiraud	174
9	Mandradarha	210
10	Dabbipani	164
11	Surahi	407
12	Dhourabhat	154
13	Rajpur	95
14	Bhansuli	177
15	Charbhata	136
16	Barethinbahra	94
<b>Total</b>		<b>3062</b>

*Village wise list of the beneficiaries will be provided to the firm along with Purchase Order.*

31. ICFRE shall have the right to purchase the seedlings in full or part thereof, at the risk and cost of the firm, in case firm fails to supply the allocated or indented quantity within the specified time and as per the specifications.
32. ICFRE shall not be responsible for fluctuation of the market rate of the ordered seedlings. The firm shall be required to supply the plants at agreed rate only. The agreement may be terminated at any time due to non-performance of any of the terms and conditions of the agreement.
33. Notification of Dispatch: In regard to each and every consignment, notification shall be made to the ICFRE immediately on dispatch indicating full details of quantity of plants so that ICFRE is able to plan for timely distribution of seedlings to the beneficiaries of the project.

34. ICFRE shall have the sole and unfettered discretion to decrease/increase the number of plants to be purchased from the firm within the validity of the contract.
35. Delivery period: within 30 days from the date of issue of Purchase Order.
36. Payment shall be made after successful delivery of the items as per specification.
37. Firm must have valid GST registration certificate and PAN.
38. Firm must present 3-year Turnover document for more than Rs. 5,00,000/-.
39. Firm has to present a declaration document of not having blacklisted in any government department/organization.
40. The RFQ will be evaluated by the procurement committee of ESIP, ICFRE and the findings of the committee will be final and binding. The same cannot be challenged at any forum thereafter. Intending bidder will have to submit an undertaking in this regard.
41. Quality of the seedlings supplied shall be the sole responsibility of the supplying parties. Any dispute on quality of the seedlings, arising in the field shall be verified by the technical committee of ESIP, ICFRE.
42. The cost of verification at all levels and cost towards any testing, if required shall be borne by the firm.
43. Any representation/complaints pertaining to this RFQ shall be addressed to the Grievance Redressal Committee, ESIP-PIU, ICFRE, at [projectdirectoresip@gmail.com](mailto:projectdirectoresip@gmail.com).
44. The Project Director, ESIP, ICFRE reserves the right to cancel the contract on ground of unsatisfactory or delayed supply and failure to fulfill terms and conditions of the agreement.

Yours faithfully,

Project Director  
ESIP, ICFRE

**Format of Quotation***(on Firm Letter Head)*

Date:

To

The Project Director,  
Ecosystem Services Improvement Project  
Room No: 143  
Indian Council for Forestry Research and Education  
P. O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)

**Sub.: Quotation for supply of tall seedlings of fruit trees for upscaling of 'WADI: a tree-based farming system' in the ESIP areas of Narharpur Forest Range, Kanker Forest Division, Chhattisgarh**

Madam/ Sir,

We offer to execute the supply of tall seedlings of fruit trees for upscaling of 'WADI: a tree-based farming system' in the ESIP areas of Narharpur Forest Range, Kanker Forest Division, Chhattisgarh in accordance with the conditions of contract, as per following quoted price:

Name of the goods	Specifications	Quantity	Price Quoted (INR)		
			Unit Price	GST	Total
Tall seedlings of fruit trees	<ul style="list-style-type: none"> <li>Highly productive varieties of Mango (grafted), Lemon (Kagzi), Guava and Jack Fruit</li> <li>Height of the seedling &gt; 3 feet.</li> <li>Age of the seedling &gt; 2 years.</li> <li>Seedlings shall be robust, healthy and free from weeds, pests and diseases, having good foliage, without any damage and shall not show any withering/ wilting symptoms at the time of delivery</li> <li>Seedlings shall be provided in the polybags of size 20 cm X 30 cm and soil of the poly bags shall be intact and the roots of the seedlings shall not be exposed</li> </ul>	3062 Bunches (Each bunch containing 4 tall seedlings of Mango (grafted), and 02 tall seedlings each of lemon (Kagzi), guava (grafted) and Jack fruit (grafted))			

We agree to supply the above item in accordance with the technical specifications for a total contract price of Rs. ....(Rupees.....only) as per the terms and conditions specified in the invitation for quotation.

We hereby certify that we have taken steps to ensure that no person acting for us on our behalf will engage in bribery.

Authorized Signature:

Name and Title of Signatory:

### Instructions for Preparing Quotations

1. Scope of Procurement: Invites price quotations for procurement of tall seedlings of fruit trees for upscaling of 'WADI: a tree-based farming system' in the ESIP areas of Narharpur Forest Range, Kanker Forest Division, Chhattisgarh as described in the Para 2. The successful Firm(s) will be expected to complete the delivery in all aspects within due time.
2. Eligibility to Quote: Firms duly registered with tax authorities may be eligible to participate only if they also:
  - a) Submit proof of registration with the Income Tax Department and Sales Tax Department/GST with the quotation. (Failure to enclose these documents would result in rejection of quotation).
  - b) Submit only one quotation, either individually, or as a partner in a joint venture. All quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the contract.
3. Qualification of the Firm: To qualify for award of the Contract, a Firm shall meet the following minimum qualifying criteria:
  - a) As Supplier/distributor must have at least five years of experience in supplying/distributing and sale of tall seedlings of fruit trees. Proof of same may be provided
  - b) Turnover of the firm should be at least Rs. 5,00,000/- during last 3 Financial years
  - c) Documents Comprising the Quotation: The proposal submitted by the Firm must comprise the following documents:
  - d) Quotation on the letter head of Firm (As per sample format attached 'Annexure-I')
  - e) Qualification and Experience Certificate and other relevant documents
  - f) Documentary proof of previous 3-year turnover more than Rs.5,00,000/-
  - g) Copies of registration/taxation documents
  - h) Authorization/dealership/ Firm Profile
4. Currency of Quotations:
  - a. Rate inclusive of GST shall be quoted in Indian Rupees.
  - b. The rates and prices quoted by the Firm shall be fixed for the duration of the Contract and shall not be subject to any adjustment on any account.
5. Quotations should be valid for 90 days.
6. Each firm shall submit only one quotation.
7. The Project Director reserves the right to increase or decrease quantities of the items.
8. Decision of Director General, ICFRE will be final for dispute (if any).